

COMPUTER ESSENTIALS

ISCED UNIT CODE: 0611 351 01A

TVET CDACC UNIT CODE: IT/CU/ICTA/CR/01/4/MA

Duration of unit: 120 hours

Relationship to Occupational Standards

This unit addresses the unit of competency: Perform Computer Essentials

Unit Description

This unit covers the competencies required in performing computer essentials. It involves managing computer devices, managing desktop settings, performing file management, managing computer software and performing online jobs.

Summary of Learning Outcomes

Learning Outcomes	Durations(Hours)
1. Manage computer devices	20
2. Manage desktop settings	30
3. Perform file management	20
4. Manage computer software	20
5. To Perform online jobs	30
Total Hours	120

Learning outcomes, Content and Suggested Assessment Methods

Learning outcome	Content	Suggested Assessment Methods
1. Manage computer devices	1.1. Selection of Computer Hardware devices 1.1.1. Introduction to computer devices 1.1.1.1. Meaning of computer hardware devices	• Practical • Oral questions • Written tests

	1.1.1.2. Identification of computer components and port 1.1.2. Computer case, monitor, keyboard, and mouse 1.1.3. All the parts inside the computer case, such as the hard disk drive, motherboard and video card s 1.1.3.1. Classification of computer hardware devices 1.2. Disassembling of computer hardware devices 1.2.1. Cleaning of computer devices 1.3. Assembling of Computer Hardware devices 1.3.1. Types of Computer Hardware devices 1.3.2. Functions of various computer hardware devices 1.3.3. Connecting computer hardware devices e.g. monitor, System Unit 1.4. Booting of computer 1.4.1. Introduction to booting 1.4.2. Types of booting 1.4.2.1. Cold Booting 1.4.2.2. Warm booting 1.5. Connecting computer peripheral devices 1.5.1. Types of computer peripheral devices 1.1.1.1. Printer 1.1.1.2. Speaker 1.1.1.3. Mouse 1.1.1.4. Keyboard 1.1.1.5. Projector 1.5.2. Configuration of peripheral devices	• Observation • Reports • Portfolio of evidence
2. Manage	2.1 Customization of desktop icons	• Practical

desktop settings	2.1.1 Introduction to desktop icons and settings 2.2 Date and time settings 2.3 Desktop settings customization 2.3.1 Background colour and pictures 2.3.2 Themes 2.3.3 Taskbar 2.3.4 Menu bar 2.3.5 Text size 2.3.6 Brightness	• Oral questions • Written tests • Observation • Reports • Portfolio of evidence
3. Perform file management	3.1 Creating files and folders 3.1.1 Introduction to computer files and folders 3.1.2 Creation of files and folders 3.1.3 Compression and extraction of folders 3.2 Transferring files and folders 3.2.1 sharing of folders and files 3.3 File protection 3.3.1 Password 3.3.2 Encryption	• Practical • Oral questions • Written tests • Observation • Reports • Portfolio of evidence
4. Manage computer software	4.1 Selecting data backup media 4.1.1 Types of data Backup media 4.2 Performing data backup 4.3 Installation of computer software 4.3.1 Introduction to computer software 4.3.2 Types of computer software 4.3.2.1 Applications 4.3.2.2 Operating systems 4.3.2.3 Utility programs 4.3.3 Configuration of computer software 4.4 Optimization of computer software 4.4.1 Updating computer software 4.4.2 Computer disk cleanup	• Practical • Oral questions • Written tests • Observation • Reports • Portfolio of evidence

5. Perform Online Jobs	5.1. Introduction to online working 5.1.1. Types of online Jobs 5.1.2. Online job platforms (Upwork, Freelancer, Fiverr) 5.2. Online account and profile management 5.3. Identifying online jobs job bidding 5.4. Online digital identity 5.5. Online job bidding 5.6. Executing online tasks 5.7. Management of online payment accounts.	• Practical Assessment • Project • Third Party Report • Portfolio of Evidence • Written Assessment • Oral Questioning
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Suggested Delivery Methods

- Demonstration by trainer
- Practical work by trainee
- Viewing of related videos
- Group discussions
- Direct instructions

Recommended resources for 25 trainees

S/No.	Category/Item	Description/Specifications	Quantity	Recommended Ratio (Trainee: Item)
A	Learning Materials			
1.	Textbooks		5 pcs	5:1
2.	Installation manuals		5 pcs	5:1
3.	Flip Charts		5 pcs	5:1
4.	PowerPoint presentations	For trainer's use		

5.	Installation CDs/DVDs			
B	Learning Facilities & infrastructure			
6.	Lecture/theory room		1	25:1
7.	Computer laboratory		1	25:1
C	Consumable materials			
8.	Printing papers		1 ream	1:20
9.	Foolscaps		1 ream	1:20
10.	Toners		2 pcs	13:1
11.	Assorted colour of whiteboard markers			
D	Tools and Equipment			
12.	Computers		25 pcs	1:1
13.	Projector		1 pcs	25:1
14.	Printers		2 pcs	13:1
15.	Whiteboard		1 pcs	25:1
16.	Flash drives		5 pcs	5:1
17.	External Hard drive		5 pcs	5:1
18.	System Software suite		5 pcs	5:1
19.	Application Software suite		5 pcs	5:1
20.	Computer Repair Tool box		5	5:1